

VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON

Vacancy Announcement

STUDENT LIFE COORDINATOR

Position#: 00006

Open Date: 07/18/06

Hiring Range: (\$26,000.00 - \$30,000.00)

Close Date: Until Filled

The Virginia School for the Deaf, Blind, and Multi-Disabled at Hampton is seeking a knowledgeable professional for the Student Life Coordinator or the Student Life component of our dormitory program for students with deafness, blindness and sensory-impaired multiple disabilities.

Primary shift: 11:00 a.m. – 7:00 p.m., Monday through Thursday, part-day Fridays and some Sundays are required – some flexibility available is needed in order to meet the demands of the department.

Responsibilities include:

- Schedules and coordinates department staff work assignments
- Assists in planning, organizing, directing, motivating, monitoring, and making decisions regarding personnel and programs designed to enhance the quality of student living and student learning environments
- Assists in training of dormitory staff
- Effective communication with parents, students, staff and school divisions
- Preparation of routine reports and special projects proposals
- Plans and evaluates the effectiveness of staff program and services with other professionals
- Assists in budget preparation and monitoring
- Assists in establishing and implementing departmental mission and priorities
- Coordinates weekly transportation activities for students in the residential program, including home-going activities
- Assists in managing administrative tasks within the Student Life Department
- Conducts departmental audits and monitors inventory of equipment and supplies
- Coordinates staff and student records to ensure compliance with agency and departmental procedures

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university is required
- Experience scheduling, training and coordinating various projects
- Possession or eligibility for a teacher license with an endorsement in special education, preferred
- Experience working with children, youth and/or adults with deafness, blindness and sensory-impaired multiple disabilities
- Coordinates staff and student records to ensure compliance with agency and departmental procedures
- Proficiency or willingness to learn American Sign Language in order to communicate with students, parents, and other agency staff who are deaf

Note: A criminal background check will be required for final candidates.

Physical Requirements:

- Moderate lifting, 20-50 lbs
- Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

For consideration, please submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled at Hampton, Department of Human Resources, 700 Shell Road, Hampton, VA 23661. This position will remain opened until filled. For assistance call VOICE/TDD (757) 247-2050, or FAX (757) 247-2028 or visit our website at www.vsdhbmh.virginia.gov. Screening will begin on June 10, 2004. Applications are available on line at <http://jobs.state.va.us/eo-appli.htm>.

EEO/AA/M/F/D